TE06 Traffic Education Year-End Report (Survey)
Electronic WEB-Based Report Instructions

These are instructions for electronic WEB-based input and submittal of the annual TE06 Traffic Education Year-End Report (formerly called a Survey). This report needs to be completed and

Submittal Deadline: July 10

submitted prior to July 10 for the traffic education (TE) program activities of the previous fiscal year. State TE reimbursement for students completing TE is contingent upon timely reporting. Although the state TE office requests that you report online, you may still report offline, on paper, as you have in past years. Go to www.opi.state.mt.us/drivered and print a paper TE06 report form and complete, sign, and submit via U.S. Mail. The paper TE06 form can also be used as a worksheet for electronic reporting.

To access the information and reporting screens for your school or district, you will need the official login name (user name) and the latest password that has been assigned to your school or district by the OPI. The OPI has sent the user name and IRIS password to the central office at your school or district – the sharing of this information is at the discretion of your central office. They may choose to input the survey data themselves rather than share the user name and password.

Passwords change on July 1 and bimonthly thereafter.

On July 1, the IRIS Web site will require users to begin using new passwords. These new passwords will be mailed to the district central office at the end of May. Due to Montana State security requirements, passwords will automatically change every two months on the first day of the month. In addition, the IRIS site may request that you update your browser with additional security features. Instructions for these updates are on the IRIS site. The letter your district office receives in May will list for each School and District, the User Name and the six passwords required for the year. No passwords will be given out over the phone or via e-mail. **Please contact OPI at 444-3448 if you need assistance with IRIS user names or passwords**.

Accessing Traffic Education Year-End Report Electronically

Please note that the format of the Citrix screens may occasionally change. This means that the screens pictured in this manual may be slightly different than what is seen on the screen.

If you have problems following the instructions because of screen changes, please call the OPI Help Desk at 406-444-3448.

Hardware and software requirements

Any computer capable of running a web browser equal to Internet Explorer 5.5, or later, with a connection to the Internet can be used to access Internet Reporting and Information System (IRIS).

IBM
Microprocessor	80486 or higher as required for a web browser
Memory	8mb of Ram as required for a web browser
Video	VGA or SVGA as required for web browser (1)
Hard disk	At least 2.5 mb free disk space available
Mouse	As required for web browser

TE06 Traffic Education Year-End Report (Survey)

Electronic WEB-Based Report Instructions

Macintosh
Power PC or better
Memory   8mb of Ram as required for a web browser
Operating System   7.5 or greater
Video   Not applicable
Hard disk   At least 2.5 mb free disk space available
Mouse   As required for web browser

Note: A screen resolution of 800 x 600 will provide you with the most efficient video resolution. A resolution of 640 x 480 will not provide you with a good working environment. To change your video resolution right click on your desktop, go to Properties and select Settings. Move the slider bar under "Screen Area" until a resolution of 800 x 600 is displayed. Click "OK." You will be prompted to accept the new settings in the "Display Settings" dialog box. The monitor will blank and display the new settings under the "Monitor Settings" dialog box. If you do not click on the "OK" button at this point your settings will be returned to normal after 15 seconds. If the video settings appear normal, click "OK" and your monitor resolution will be reset.

If you experience difficulty getting to the OPI's home page, please try to reach another site like www.yahoo.com or www.google.com. If you cannot reach either of these sites, your problem is likely with your local Internet provider. Please give them a call. If you find that you can reach other sites on the Internet, but cannot reach the OPI site, please call the OPI Help Desk at 406-444-3448.

Logging into IRIS

Launch your Internet browser and go to the Office of Public Instruction's (OPI) web page at http://www.opi.state.mu.us. At the OPI home page, click on the tab located at the top of the screen titled **IRIS**. This link will take you to the Internet Reporting and Information System.
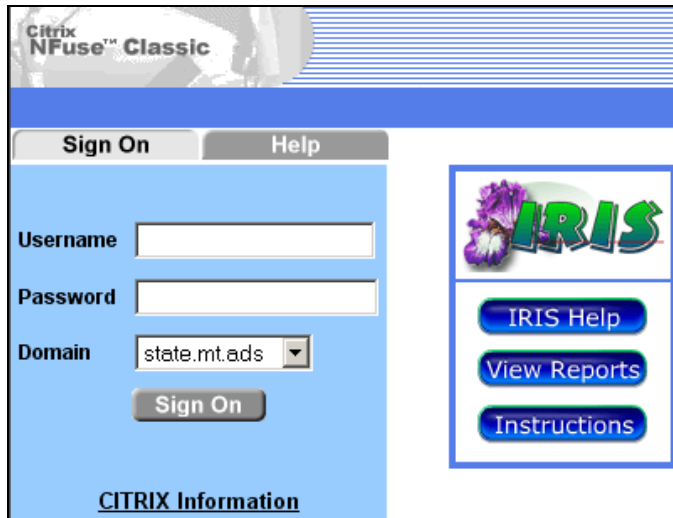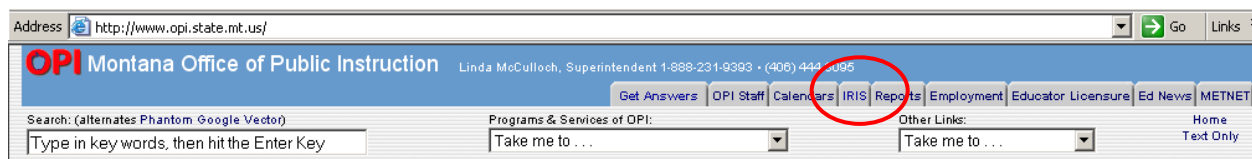

REMEMBER: There are HELP buttons throughout the login process and within the application itself. If you encounter problems, you may want to try the HELP button before calling the OPI.

- Download the most current copy of this Instruction Booklet by clicking on the **Instructions** button.
- Access answers to frequently asked questions about IRIS by clicking on the **IRIS Help** button.

TE06 Traffic Education Year-End Report (Survey)

Electronic WEB-Based Report Instructions

Log in using the school or district username and password provided by the OPI to principals and district superintendents.

Passwords are changed periodically, so if you encounter problems logging in, check with your principal or district superintendent to be sure you have the most current password. If you still have problems, call the OPI Help Desk at 406-444-3448.

Do not change the Domain.

Click the **Sign On** button.

If this is the first time your school or district logged into IRIS from the computer you are using, you will be prompted to download the client software. This software must be downloaded before you can continue. Follow the instructions on each window as it appears. If you encounter problems during this process, call the OPI Help Desk at 406-444-3448.

Once you have logged in and downloaded the software, the next screen shows applications that you have access to on IRIS. Your choices may be different than the example shown.
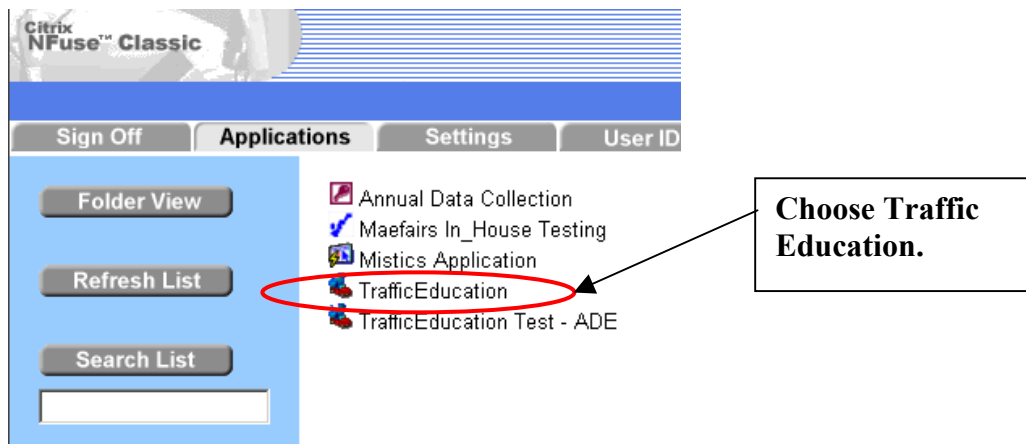
Choose Traffic Education.

TE06 Traffic Education Year-End Report (Survey)

Electronic WEB-Based Report Instructions

Completing the Traffic Education Year End Report

Main Menu

- Make sure the school year shown is correct. You are reporting for the fiscal year just ended on June 30. Fiscal year 2002-03 is the same as School year 2003.
- Select the Data Entry menu (the default).
- Double click on Year End Report.

Year End Report screens

- Move between the fields and from screen to screen by pressing the Tab or the Enter key, or click on any field with your mouse.
- You can use the space bar to check or uncheck each box, or click the box using your mouse. A checked box represents a Yes answer. A blank box represents No.
- In the fields that ask for amounts, you will only be able to insert an amount after you check the box Yes.
- Your changes are automatically saved when you move to the next field.
- You can enter and exit the program as often as you need to complete the report.

TE06 Traffic Education Year-End Report (Survey)
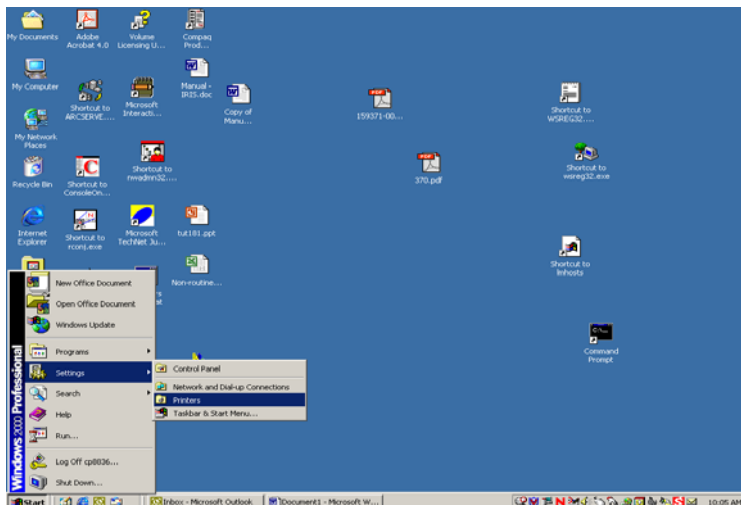### Electronic WEB-Based Report Instructions

- If you do not want to exit the program but need to temporarily access another computer application and the minimize button is not visible on your screen, hit Alt-TAB and a box with application icons will appear. Tab to any icon and release the Alt key to switch. Switch back to the survey the same way.
- When you have completed the report, type your name and email address on the Confirmation page and click the check box that confirms the report is complete and accurate.
- *You will not be able to change anything on the report once you click the confirmation box.*
- Return to the Main Menu by clicking the Exit button in the bottom right corner of the screen.
- Select Reports at the top of the Main Menu and choose Year End Report to preview your work.
- Click anywhere on the report to Zoom in or out.
- Print the report once you have previewed it by clicking Print at the top of the screen; or click Close to exit without printing. The OPI does not need a printed copy. Print a copy for your district records.
- Exit the program by clicking the Exit button on the Main Menu.

Printing Problems

If the printer is not working, use the instructions in the next section to help you determine which printer driver you have for your default printer before you contact the OPI.

Identifying Your Printer Driver

The IRIS is designed to work with your locally attached or network printer. If you experience difficulty printing, it may be because the IRIS server does not have your printer driver loaded or you may need to install the Screwdriver software. Search the keyword "Screwdriver" and it will bring up the installation instructions. If you have problems with the installation, please call the OPI Help Desk at 406-444-3448.
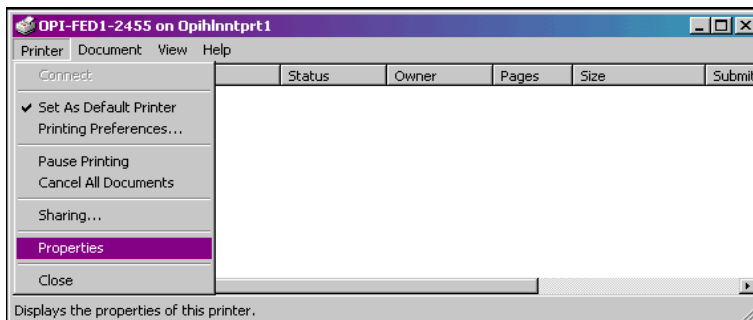

To find out what printer you have set up for IRIS, go to **Start** in the lower left corner of your screen, choose **Settings, Printers.**

TE06 Traffic Education Year-End Report (Survey)

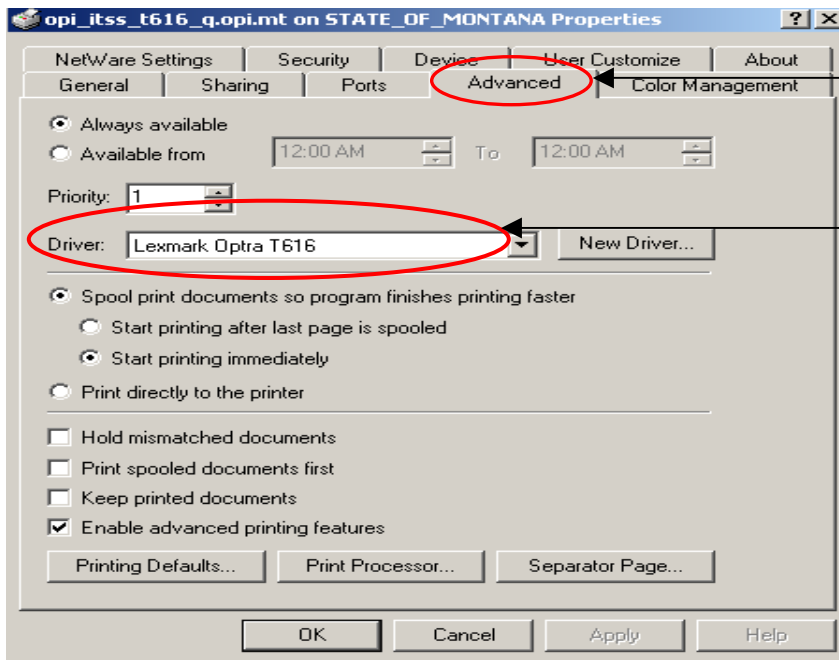## Electronic WEB-Based Report Instructions
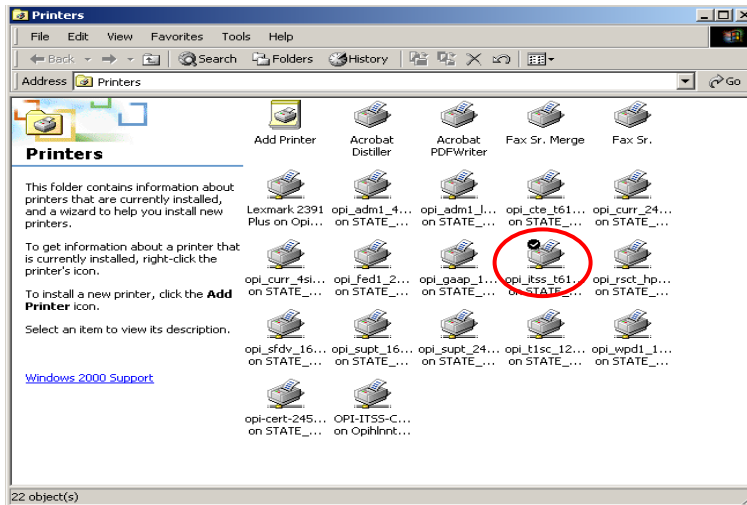
Double click on the printer with the check mark on it. This is your default printer.

Choose **Printer** from the list of pull-down menus across the top of the window, and select the **Properties** command.

TE06 Traffic Education Year-End Report (Survey)
Electronic WEB-Based Report Instructions

Click on the **Advanced** tab, or the **Details** tab, depending on your computer.

Your printer is listed in the **Driver** box. We may need this information to activate your printer on the IRIS server. Be ready to give us this name exactly, including spaces and capital letters, as it appears in the Driver box.

After identifying your printer driver, call Ron Nelson at 406-444-0500.

Questions - Who to Call

Issue	Contact	Phone
Problems using program, or how to complete report	Nancy Lunday	406-444-4432
Don't Know Your User Name and Password	Your School or District Office	
User Names and Passwords Won't Work	OPI Help Desk	406-444-3448
Problems logging onto IRIS	OPI Help Desk	406-444-3448
Problems Printing the Reports	Ron Nelson	406-444-0500